

How to Review & Approve a Contract

Objectives

- Review, Negotiate, Approve. or Reject a contract

Steps

Once your contract is ready, it can be moved to the **Approval Center** to be approved.

 Make sure the "to be approved" status of the contract document is set to "yes" from the Attachments tab.

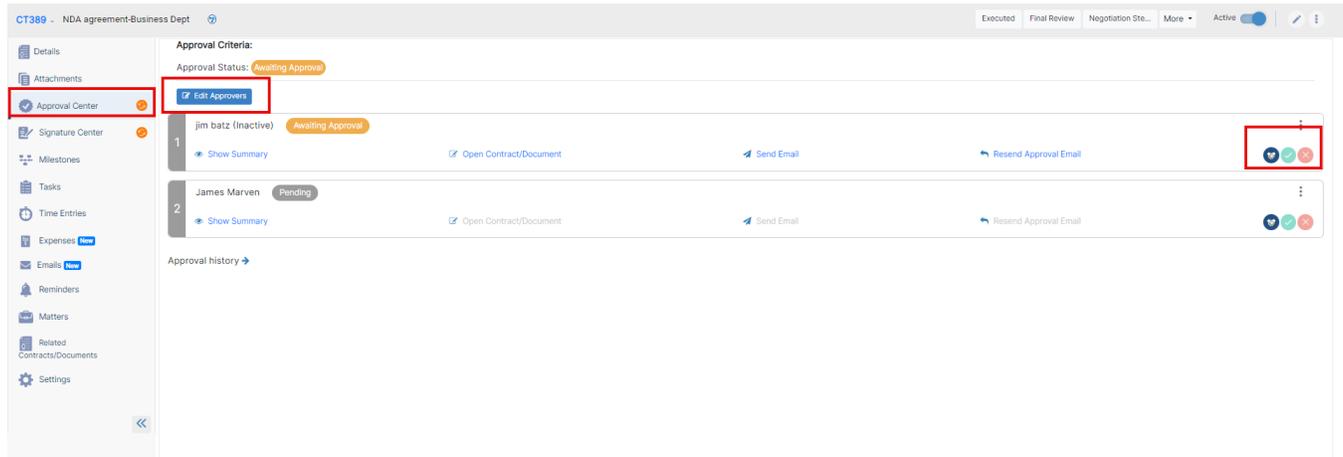
CT157

Name	Type
 PA1220221219114115.docx	 

To be Approved: Yes

 The Approval Center can be configured based on your business criteria and contract types. Learn more [here](#).

However, admins can manually add and edit approvers from the Approval Center tab within each contract.



When adding a new approver, you have the flexibility to:

1. Set the Approval Order effortlessly by clicking on the checkbox.
2. Choose the Approver Type, defining the category of individuals authorized to approve the contract. This can include Users, Collaborators, User Groups, Roles, Requesters etc...
3. Specify the Label/Summary for each approver.
4. Add multiple approver orders and include several approvers within a single order.

Approvers can belong to various categories:

1. **Users:** Licensed users actively using Contra can directly approve within Lexzur.
2. **User Groups:** This encompasses groups where any member has permission to approve.
3. **Collaborators:** Stakeholders associated with the contract, having access to it through the client portal for approval.
4. **Roles:** Roles can be defined based on client portal users, managers, and job titles. Learn how to configure roles [here](#).
5. **Assignee:** The designated assignee of the contract holds approval authority.
6. **Requester:** Reflects the name of the requester directly. If external, the requester should have a collaborator license for approval.
7. **Board Members and Shareholders:** This identifies individuals related to board members and shareholders of the parties involved. However, this requires a collaborator license, and approval will be conducted from the client portal.

The approvers will receive an email notification with the necessary details when it is their turn to approve the contract. They can **Approve/Reject** directly from the received email.

L=XZUR

Activity Alert

Hello
[PUA-457](#) - "Purchase Agreement for ABC" needs your approval

Action

Click this button to swiftly proceed and take action within Lexzur.

Approve/Reject

Each approver has the option to view the summary, open the contract/document for review, send an email directly to a specific person with the contract /document attached, and resend the approval email.

The approvers can also start a negotiation.

In **Negotiations**, you can mention other users, forward the negotiation, and complete it once done. The related users will be notified and can access the negotiation page and respond.

Negotiations

Negotiator: Carolina Robinson

Forward Complete

Carolina Robinson (User) 2023-05-12 09:27:22

Hi @Carolina Robinson please review the clauses 4 and 5

Format - | **B** *I* U | 🗑️ ↶ ↷ 📄 📎 🖋️

Comment

When an approver **rejects** a contract, it will be listed as awaiting revision until the approver approves it.

Approval Criteria:
Approval Status: **Awaiting Revision**

[Edit Approvers](#)

1	Carolina Robinson Rejected	Head of Finance	Show Summary	Open Contract/Document	Send Email	Resend Approval Email	
2	Sam Marven Pending	Show Summary	Open Contract/Document	Send Email	Resend Approval Email		

[Approval history](#) →

Once **approved**, the second approval will receive a notification to proceed with the approval process.

Approval Criteria:
Approval Status: **Awaiting Approval**

[Edit Approvers](#)

1	Carolina Robinson Approved	Head of Finance	Show Summary	Open Contract/Document	Send Email	Resend Approval Email	
2	Sam Marven Awaiting Approval	Show Summary	Open Contract/Document	Send Email	Resend Approval Email		

[Approval history](#) →

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!